

Oxford Memorial Library

2024 Long Range Plan

Philosophy of the Oxford Memorial Library

To provide recreational, informational, and educational services to all adults and children; provide the most wanted materials, print and non-print, as defined by public demand; develop broad community awareness of the library and its services; and supplement, but not necessarily duplicate, the materials and/or services of other libraries. To provide convenient hours and points of access and appropriate library services for all community residents; and to encourage use of services by population subgroups not served. To provide custodial care of the building, grounds, and contents of the Oxford Memorial Library.

I. INTRODUCTION

We, the Board of Trustees, state that our library is a living, ever-changing but well-established community resource.

We recognize that any library's archival role is without merit unless accompanied by ideas and actions that let it operate in the present and guide us to the future. We must be the developer of plans that allow this institution to be used and looked upon with appreciation by the young, middle-aged, and aged.

Planning for the future has long been a part of our Library's success story. Responsible guidance and planned improvements have allowed our Library to prosper. It is the hope of this Planning Committee that, by stating both our goals and action plans for the implementation, our Library will continue its growth in the 21st century.

An annual reading and review of the Long Range Plan shall be held at the January meeting and listed on the meeting's agenda as "Long Range Plan." Discussion points and suggestions for the current year will be kept as addenda to the Plan.

II. THE LIBRARY'S LONG RANGE PLAN

Goal 1. To provide current (and future) technology and technology education that will even the playing field in the community by providing more Internet access and instruction to those who do not have access in the home (eliminate the cyber-divide) and obtain new technology to better serve our patrons as it becomes available.

The Plan: Computers will be provided for public use and to continue to upgrade and improve the library technology to better serve our patrons.

- a. Continue to upgrade and replace existing computers as appropriate.
- b. Continue to take advantage of new technologies offered by 4CLS (i.e.: Flipster, Download Zone, Research Center, etc...)
- c. Improve the sound system in the community room.
- d. Purchase a New Projector for the Community Room

Goal 2. Increase usage and public awareness of the Oxford Memorial Library.

The Plan: The Public Relations committee will explore community needs and seek ways to better serve the community by the following means:

- a. Plan and carry out special events and programs throughout the year. Plan activities designed to meet the needs of special interest groups. Publicize these events with press releases and through other media as appropriate.
- b. Keep statistics on these events to determine whether this type of program has had the desired effect of encouraging non-library users to make a habit of coming to the library (therefore having more exposure to the technology issues addressed in Goal 1).
- c. Increase library hours to provide more convenient access by those community members not currently using the library as well as increasing convenience and availability to regular library patrons as funding allows.
- d. Increase programming budget for both youth services and adult programming.
- e. Explore the possibility of adding Saturday hours.
- f. Community Service Outreach Projects:
 - New York State Veterans Home Library
 - Participate in local events such as Oxtoberfest, Farmers Market, etc...
- g. Review the Community Survey for suggestions from the community on how we can better serve them.

Goal 3. Continue to educate library users to the fact that the Oxford Memorial Library has the same resources available via the Internet and the 4CLS system as larger libraries in the area. We are much more than just our four walls and much more than just books.

The Plan: Using the following methods, we will keep the Oxford Memorial Library in the public eye:

- a. Work with the schools to promote the library.
 - Invite classroom teachers to bring their students to tour the library to learn what the Oxford Memorial Library has to offer.
 - Visit the schools, meet with teachers and school library staff to make them aware of what we have to offer and encourage a working partnership.
 - Visit school library classes, preschool and kindergarten classes reading stories and promoting the library and books.
 - Do presentations at the primary school's Morning Program
 - Meet with school librarians and provide them with brochures and other information regarding our on-line card catalog and electronic resources.
 - Encourage cooperation between teachers and the library regarding special assignments and reports for the students.
- b. Explore placing a link to library on school website.
- c. Continue to maintain our website as well as other venues on the web such as Face Book and Oxfordny.

- d. Offer classes to the public on the use of our electronic resources (ex: research center, flipster, download zone etc...)
- e. Coordinate with other groups and organizations i.e. Head Start, Home school groups etc...

Goal 5. The Board of Trustees will strive to compensate employees adequately for their service

The Plan: The Oxford Memorial Library will continue to strive toward returning employees' salaries to levels where they receive proper compensation recognizing their experience, longevity, and devotion to serving our patrons.

- a. By regular annual raises.
- b. By looking into NYS Retirement for full-time administration positions.

Goal 6. Continue to seek additional sources of funding for special projects and programs.

The Plan: Investigate ways to become financially creative in our approach to continue fiduciary responsibility and provide adequate funding for the library's service program.

- a. Continue to seek and apply for grants for children's programs.
- b. Seek ways to provide more adult programming.
- c. Seek ways to work with local organizations.

Goal 7. Continue to maintain our physical facilities to provide a safe, comfortable, friendly and energy efficient environment that attracts people.

The Plan: To continue to seek to maintain and upgrade our building and grounds.

- a. To develop an exterior garden with gazebo working in partnership with the Oxford Garden Club.
- b. To look at the possibility or need to replace and upgrade the circulation desk.
- c. To complete major repairs on the front porch, including the Pillar/Column closest to the school
- d. To investigate ways to make the front door easier to open.
- e. To investigate ways to improve both sets of front steps, especially those coming from the street to the sidewalk.
- f. To continue to seek NYS Construction Grants for improvements and renovations to the building and grounds.

Goal 8. The Board of trustees will encourage and provide for continuing education for the director, library staff and trustees.

The Plan: The Oxford Memorial Library will stay on the cutting edge of development, both in the Four County Library System and in the library field in general.

- a. Our library director will maintain an open line of communication with the Four County Library System by attending meetings and being involved in the various groups, committees, webinars and workshops and will report back to the board.

b. The board will encourage staff, director, and trustees to participate in workshops and conferences as appropriate.

c. Trustees will keep current on NYS library laws and regulations via 4CLS workshops, training sessions, the NYS Library Trustees' Handbook, and communication with the 4CLS director.

Goal 9. Continue to explore handicapped accessibility.

The Plan: to continue to find ways to better serve those with handicap disabilities.

- a. Install an electric buzzer or doorbell on the ramp entrance/exit of the community room so handicapped patrons can gain access through that entrance when the lift is not working. The buzzer or doorbell will alert staff to the need to unlock that door for the patron.
- b. Install an arm on community room door like the one on the stacks door that will automatically close if there is a fire.
- c. Look for ways to provide home delivery to shut-ins.

Goal 10. Further Theodore Burr Room development.

The Plan: To support and explore further expansion.

- a. Expanding by means of technology via website
- b. Exploring what grants may be available

Approved by the Board of Trustees December 14, 2023

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